

4 February 1966

MEMORANDUM FOR: Deputy Director for Support
THROUGH : Director of Logistics
SUBJECT : General Information and Progress
Report on Space Requirements
Staff Activities
REFERENCE : Memo to DDS from D/L dated
31 August 1965, subject: Agency
Study of Space Requirements

1. Your office has asked for certain information concerning the criteria used for analyses and the format of the end products to be provided from the Space Requirements Study.

2. We expect to develop the criteria outlined in paragraph 3 of reference to provide the basic information to assist Agency officials in making appropriate decisions to meet current and projected space needs. To secure the basic data, Forms #2205 and #2205A, "Space Requirements" and "Equipment", are being used. The detail called for in the forms is necessary since variations in position, grade of incumbent and requirements for common and uncommon furnishings and equipment will affect space requirements. The detailed information likewise permits development of standard factors and criteria essential to uniform analysis of all space needs and provides the data needed by an architect at a later date to develop some of the details of building configuration, construction and other engineering considerations.

3. The procedure for use of Space Standards and Conversion Criteria are shown as Tab A. Some additional work involving use of data from Forms #2205 is required to further test these standards and criteria to insure conformity to acceptable limits of space use and allocation.

**SUBJECT: General Information and Progress Report on
Space Requirements Staff Activities**

4. Within the time limit of paragraph 4 of reference the required space report will be submitted. Coordination with all related Agency long-range operational plans will be undertaken. A "spread sheet" similar to the attached draft (Tab B) will be used to display the data from Forms #2203 and #2203A and other sources. In this manner the current and projected Agency space needs can be reviewed, analyzed and presented in appropriate forms. The narrative report will include explanation, analyses and recommendations for appropriate action. Functional and support relationships (as applied to space locations and arrangements) will be considered carefully. Similarly, areas requiring further study will be identified (access road, commo, transportation, one building versus a group of buildings, perhaps one or more for special purposes).

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**Chief
Real Estate & Construction Division**

**Attachments
Tab A thru Tab B
(Exhibits 1 & 2, Tab A)**

Distribution:
Orig. & 1 - Addressee
1 - D/L
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